

# Arizona Department of Veterans' Services

## Veterans' Donations Fund A.R.S. § 41-608 Proposal for VDF Grant – \$5,000 - \$100,000



### VDF Grant Year 2016 Applying for VDF Grant Using eCivis

Step 1 - Download the VDF Large Grant Proposal 2016, available October 15, 2016.  
Step 2 - Complete the proposal.  
Step 3 - Submit the proposal packet, budget worksheet and any supplemental files from October 15, 2016 until December 15, 2016 (by 11:59 PM Arizona).

1. Access the VDF-RFGP private solicitation web page published on eCivis. This link can be located on the [ADVS website](#).
2. Once you arrive at the eCivis site, read the information on each tab: Overview, Eligibility, Financial, Contact and Files.

**Arizona**  
Veterans' Donations Fund A.R.S. 41-608

[Apply](#)

Overview | Eligibility | Financial | Contact | **Files**

ID: N/A

Title: Veterans' Donations Fund A.R.S. 41-608

Application Start Date: 11/04/2015

Application End Date: 12/31/2015

CFDA: N/A

Reference URL:

**Summary:**

The purpose of this program is to support service events and projects that will benefit Arizona's veterans. Through this program, the funding agency intends to engage the community and veterans service organizations in the efforts to inform Arizona's nearly 600,000 veterans about benefits and lawfully assist them in their claims for the benefits. Generally, supported initiatives must be compatible with the following objectives:


- Assist Arizona veterans transitioning from military service
- Veteran career training or job placement
- Veteran homelessness and prevention
- Veteran court(s)
- Female Veteran Issues/Projects

A portion of funds may also support projects for veterans that relate to other objectives.

\* eCivis Inc. is not responsible or liable for user-generated content.

**Note: It is not necessary to register for an account with eCivis: Grant Management System to apply for VDF grants.**

3. At the Files tab, download and save each file to your computer.

Download and save the  PDF files using the following steps:

- a. Click on the file link to download/open the file.
- b. Click on “File” in the upper left menu bar.
- c. Click on “Save As” in the drop down menu and choose PDF as the file format.
- d. Name the file and save it to a location **on your computer** that you can access later.
- e. Close the file.

Download and save the  Excel file\* using the following steps:

- f. Click on the file link to download/open the file.
- g. Click on “File” in the upper left menu bar.
- h. Click on “Save As” in the drop down menu and choose Excel as the file format.
- i. Name the file and save it to a location **on your computer** that you can access later.
- j. Close the file.

\*This file has been provided as an optional budget template for use by grantees.

**Note: These are general instructions based on the use of Windows 7 as the operating system and Internet Explorer as the browser. The use of a different operating system and/or browser other than Internet Explorer, i.e. Google Chrome or Firefox, may vary the process of saving or downloading files to your computer.**

4. Complete the proposal packet previously downloaded to **your computer**.
  - a. **Proposal packet in PDF format** – Must be completed using the PDF formatted document provided. Digital signatures of organization’s authorized officer will be accepted. Handwritten proposals will also be accepted. If you run out of space in any given section, please use a supplemental document to complete your answer. See instructions for labeling any continuation documents below, in section ‘b’.
  - b. **Supplemental documents** – Please label any supplemental documents or continuation pages with organization’s name and reference the attachment number for which page you are supplementing. Include the question number for which you are continuing your answer. Supplemental documents and continuation pages should be uploaded in PDF or Word format, either as an additional page to the previously downloaded proposal packet, or as a separate file, named accordingly. If handwritten documents are provided please make sure writing is legible.
  - c. **Budget Worksheet in Excel format** – This document is provided for use as a courtesy. If using the provided Budget Worksheet, it must be completed and saved in Excel form. Do not alter the formulas of the document in any way other than adding in specific line-item details. Organizations using a similar format to that of the Budget Worksheet can submit their document showing line-item budget of project/event cost in either Excel or PDF format.
5. When you have completed the required proposal packet, use the following steps to submit the proposal packet through the eCivis by completing the following steps:

- Return to the eCivis page located on the [ADVS website](#).
- Click on the eCivis website link provided.
- Once the VDF page is open in eCivis, click on the “Apply” button.

**Arizona**  
Veterans' Donations Fund A.R.S. 41-608

[Apply](#)

Overview | **Eligibility** | Financial | Contact | Files

ID:	N/A
Title:	Veterans' Donations Fund A.R.S. 41-608
Application Start Date:	11/04/2015
Application End Date:	12/31/2015
CFDA:	N/A
Reference URL:	

**Summary:**

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- Enter the required information (indicated by the red asterisks) in the “Organization Name”, “Applicant Name” and “Applicant E-mail Address” fields.

**Submit Application Details**

Organization Name: \*

Applicant Name: \*


Applicant Email Address: \*

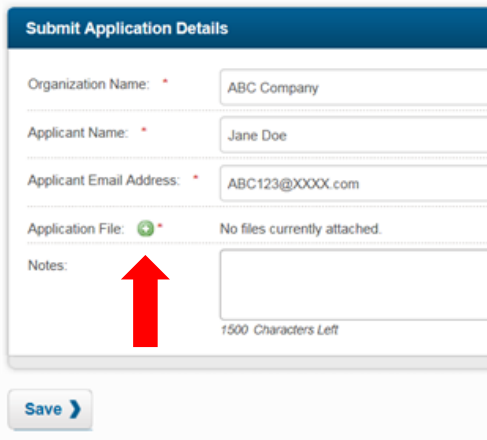
Application File: \*

Notes:

1500 Characters Left

[Save](#)

- e. Click on the  green plus sign next to “Application File”.




Submit Application Details

Organization Name: \* ABC Company

Applicant Name: \* Jane Doe

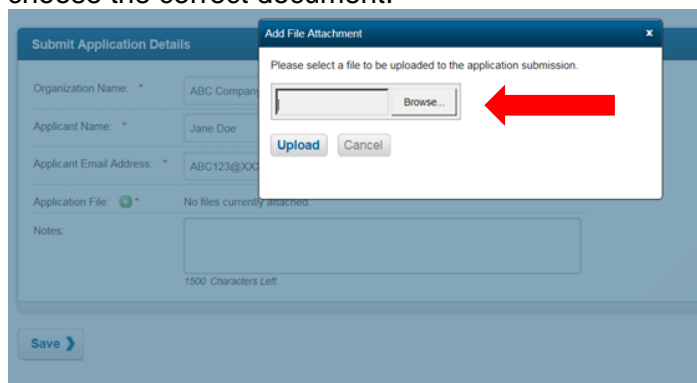
Applicant Email Address: \* ABC123@XXXX.com

Application File:  \* No files currently attached.

Notes:   
1500 Characters Left

Save >

- f. Click on the “Browse” button and find the completed VDF Grant Proposal PDF that you previously completed and saved on **your computer** and double click to select the file. Make sure you choose the correct document.




Submit Application Details

Organization Name: \* ABC Company

Applicant Name: \* Jane Doe

Applicant Email Address: \* ABC123@XXXX.com

Application File:  \* No files currently attached.

Notes:   
1500 Characters Left

Save >

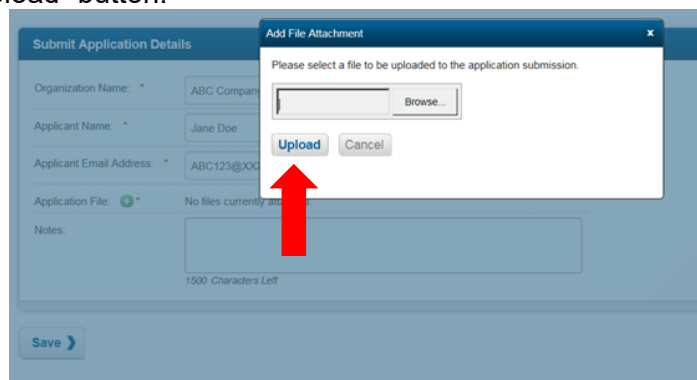
Add File Attachment

Please select a file to be uploaded to the application submission.

Browse...

Upload Cancel

- g. Click on the “Upload” button.




Submit Application Details

Organization Name: \* ABC Company

Applicant Name: \* Jane Doe

Applicant Email Address: \* ABC123@XXXX.com

Application File:  \* No files currently attached.

Notes:   
1500 Characters Left

Save >

Add File Attachment

Please select a file to be uploaded to the application submission.

Browse...

Upload Cancel

- h. Look for the “Success Notification” and the file name listed on the screen.

The screenshot shows the 'Submit Application Details' form with the following fields: Organization Name (ABC Company), Applicant Name (Jane Doe), Applicant Email Address (ABC123@XXXX.com), and Application File (Appendix B). A red arrow points to the Application File field. To the right, a green 'Success Notification' box displays the message: 'The file attachment was uploaded successfully.'

- i. Repeat steps d through g for your organization’s budget worksheet file and any supplemental document files until all necessary files appear on the screen.

The screenshot shows the 'Submit Application Details' form with the same fields as before. The Application File field now lists three files: 'Appendix B - Application Cover Sheet 120114 - fillable pdf', 'Appendix C - Project Proposal Template.docx', and 'Appendix D - Budget Template 021215 - Fillable pdf'. A red oval highlights these file names. A 'Save' button is visible at the bottom left.

**\*Note: your files will not have the same names as listed above.**

- j. Use the optional “Notes” field to add additional information (up to 1,500 characters) if necessary.

The screenshot shows the 'Submit Application Details' form with the same fields as before. The Application File field lists the same three files. The Notes field is now empty and highlighted with a red arrow. A 'Save' button is visible at the bottom left.

- k. When you have confirmed that all required information has been uploaded, click on the “Submit” button. The proposal packet must be submitted prior to 11:59PM (Arizona) on December 15, 2016. **No late proposals will be accepted.**
- l. Wait for the notification that your documents were successfully submitted and print this screen for your records.

The screenshot shows the 'Submit Application Details' form with a blue header bar. Below the header, a message states: 'The application has been submitted successfully.'

You will receive a confirmation e-mail no later than the next business day. If you do not receive a confirmation e-mail please contact Tera Scherer at 602-234-8415 to verify receipt of proposal into eCivis.

The tentative date for award notifications is February 15, 2017. Please do not contact us prior to that date to inquire about the status of your proposal. You may confirm receipt of your proposal by contacting Tera Scherer at 602-234-8415, or by emailing [LGgrants@azdvs.gov](mailto:LGgrants@azdvs.gov).